

**May 27, 2015**

**JOB VACANCY ANNOUNCEMENT**

**Fourth District Appellate Court  
201 West Monroe Street  
Springfield, IL 62794-9206**

Applicant may be required to submit additional material and/or complete job specific tests for the position.

<b>POSITION:</b>	<b>Administrative Secretary</b>
<b>DIVISION:</b>	<b>Legal Research</b>
<b>BENEFITS:</b>	<b>An attractive judicial branch benefits package is offered, including pension, medical, dental, vision and life insurance, as well as deferred compensation and generous leave time.</b>
<b>SALARY:</b>	<b>\$33,568</b>
<b>REPORTING RELATIONSHIP:</b>	<b>Legal Research Director</b>

**ESSENTIAL DUTIES:** Under general supervision, the Administrative Secretary verifies citations in draft dispositions by using reporters, statute books, treatises, and on-line material; edits drafts for substance, style, and grammar, spelling, and word choice; recognizes discrepancies in draft disposition's characterization of case or material; and tracks progress of various projects. The duties include all general office, including vouchering payment, answering and routing phone inquiries, photocopying, faxing, e-mail, transcription, word processing, data entry on case-management system, filing, making labels and folders, ordering supplies, maintaining library, inventory, and other duties, as assigned.

**EXPERIENCE AND SKILL REQUIREMENTS:** Individual must have a Bachelor's Degree. Candidates must possess excellent oral and written communication skills; a high degree of critical and analytical abilities, judgment, and diplomacy skills; ability to transcribe dictation of legal work product and correspondence by attorney staff or judges, incorporate revisions, and draft and prepare interoffice correspondence for such individuals. Ability to work independently and/or as part of a team; handle confidential materials; to prioritize duties/tasks and have an interest in law. Must be proficient in the operation and use of computer systems and software applications. Ability to sit for extended periods of time.

**Applicant must submit cover letter with salary history, computer familiarity and typing speed, and resume with work references by mail to:**

**Shirley Wilgenbusch, Research Director  
Fourth District Appellate Court  
201 West Monroe Street  
P.O. Box 19206  
Springfield, IL 62794-9206**

**By Fax to: (217) 524-8696**

**Or E-mail to: [4thdistrictresearch@gmail.com](mailto:4thdistrictresearch@gmail.com)**

**This position will remain open until filled. However, those individuals submitting materials by Friday, June 19, 2015 will be given first consideration.**

**EQUAL OPPORTUNITY EMPLOYER**